Please Note:

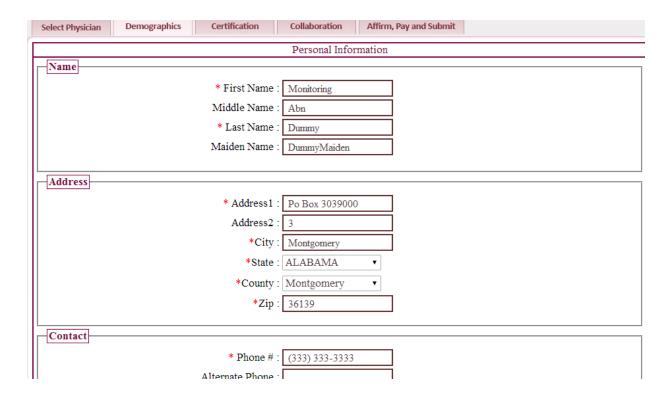
Within <u>one application</u> pertaining to one collaborating physician, you may add/delete covering physicians, add/delete practice sites, and request additional skills/drugs. Do not submit more than one application for changes to one collaborative practice.

You cannot modify a collaboration that is pending or temporarily approved or provisionally approved. Only fully approved collaborations can be modified. Changes can be made after full approval.

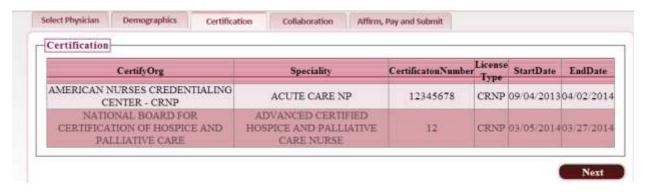
- 1. Go to http://abn.alabama.gov/abnonline/Modify_Collaboration_Login.aspx
- 2. Login with your RN License # and Last 4 of your SSN. Example: 1-123456 and 1234
- 3. If your details are valid, you will see the screen below.



- 4. The list of physicians you are collaborating with will be in the dropdown shown in the screen above.
- 5. Select the physician whose collaboration you wish to modify.
- 6. The next screen should display your name, address, and contact details. You may make changes to these as desired. Please note that changes to last name will not occur until the Board receives a copy of the legal document changing your name. Click on the "Next" button.



7. The next screen should display your advanced practice certifications on record with the Board of Nursing. Click on the "Next" button.



- 8. The next screen will allow you to
 - Add/Delete Covering Physicians for the selected primary physician.
 - Add/Delete Practice Sites for the selected primary physician.
 - Request new Skills/Drugs for the collaboration with the selected primary physician.

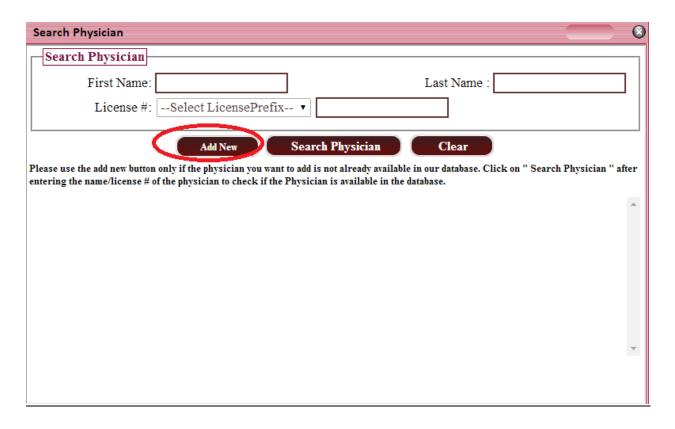


To request new skill or drug, check the box shown below and you will see the list of available skills/drugs to request. Click "Next" to move on with the application process.

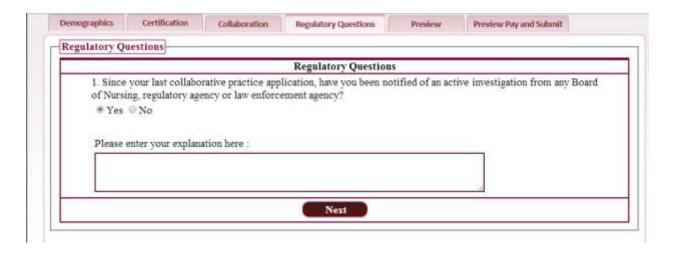
Collaboration - Details

Click here to request new skill or drug.

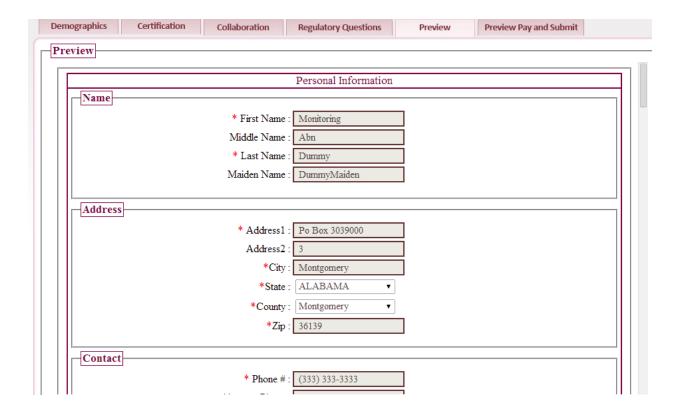
9. <u>Please note</u>: If the covering physician you want to add is not found using the "Search Physician" button, click on the "Add New" to add this physician's detail into our database. Always, enter your search criteria like physician's name/license # and use the "Search Physician" button before you use the "Add New" feature. Otherwise this will duplicate data.



10. The next screen has 6 regulatory questions that every applicant must answer. Please read
through the questions carefully before answering. If you answer "Yes" to any of the questions, a box will appear as shown below to type in your explanations. Please click on "Next" to continue.



11. The next screen shows you a "Preview" of your application as it will be submitted to the Board of Nursing. This will be your last chance to make sure your details are correct before ABN receives the application. Click on "Next" to continue.



12. The next screen will enable you to submit the application.

13. Please Note:

- Applications with one or more "Yes" answers will not be processed until the Board receives documentation about the same and approves your application.
- You will have the option to print/email your receipt at the end of the application process. Please note that you cannot get the receipt automatically at a later point.